

# REGISTER FOR KINDERGARTEN



Children who are 5 years old by Sept. 30 can start kindergarten this fall — but first, they need to be registered!

**When:** beginning on **Tuesday, April 11, 2023**

**Time:** **7:30 am – 3:00 pm**

**Who:** **2023-24 Kindergarten Students:**

Children who will be turning 5 years old on or before September 30, 2023.

**What:** Parents/Legal Guardians will need to start the Registration Process by completing either the online Registration forms, or paper Registration packet of forms.

**Online forms:** visit our website at: [www.colonialhts.net](http://www.colonialhts.net)

**Paper forms:** packets are available at the Colonial Heights Public Schools Tech Center, 3451 Conduit Road, in the wall kiosk beside the front doors. Once the forms are complete, drop them in the drop box beside the packet pickup location.

After the registration forms are complete and submitted, you will be contacted to come in for an appointment to complete the Registration Process for your child.

For more information please contact:

**The Central Registration Office**

[CRO@colonialhts.net](mailto:CRO@colonialhts.net)

Office hours: 7:30 am – 3:00 pm

Phone: (804) 526-0321

FAX: (804) 524-2554

## **Registering Your Child for School - Proof of Residency:**

### **A. If the parent or guardian owns or rents where they live, they must present:**

1. a valid Deed or current Lease, along with a current utility bill if the Lease is over a year old or it is a month-to-month lease;
2. a Driver's License or photo ID;
3. a completed and notarized (*blue*) Proof of Residency form – forms are located in our office.

Note: Additional documentation may be required upon request.

### **B. If the parent or guardian is living with another family, *Dual Residency* forms must be completed and notarized.**

#### **The owner/lease holder must present:**

1. a completed and notarized (*yellow*) Owner or Lease Holder Dual Family Residency form;
2. a valid Deed or Lease, along with a current utility bill if the Lease is over a year old or is on a month-to-month agreement;
3. a Driver's License or photo ID;
4. one (1) other \*acceptable form of documentation (see below).

#### **The parent/guardian must present:**

1. a completed and notarized (*green*) Parent/Legal Guardian Dual Family Residency form;
2. a Driver's License or photo ID;
3. two (2) other \*acceptable forms of documentation (see below) within 30 days.

#### **\*Acceptable forms of documentation or mail include a current:**

Driver's License, vehicle registration, voter registration, tax statement, bank statement, official correspondence with an address from a government agency, USPS change of address verification letter, **water bill**, **gas bill**, or an **electric bill** with the parent/guardian's name and address on it.

Note: Current utility bills need to be less than or equal to 30 days old.